

(N.B. This forms a part of the Plan)

KOWLOON PLANNING AREA NO.19

DRAFT KAI TAK (NORTH) OUTLINE ZONING PLAN NO.S/K19/1

(Being a Draft Plan for the Purposes of the Town Planning Ordinance)

NOTES

- (i) These Notes show the uses which are permitted at all times in the various zones on the Plan and the uses which may be permitted by the Town Planning Board, with or without conditions on application. Where the permission of the Town Planning Board for a use is necessary, the application for such permission should be addressed to the Secretary of the Town Planning Board from whom the appropriate application forms may be obtained.
- (ii) Any use which may be permitted in accordance with these Notes must also conform to any other relevant legislation and to the conditions of the Government lease concerned.
- (iii)
 - (a) No action is required to make the use of any existing land or building conform to this Plan. If it is intended to change the existing use of any existing land or building falling within any zone on the Plan, then such change of use may only be carried out if the intended use is a use which is always permitted by the Plan or if permission for the intended use has been obtained from the Town Planning Board. Any subsequent change of use must also be permitted in terms of the Plan, where appropriate by obtaining the permission of the Town Planning Board, and any prior permission of the Town Planning Board will lapse when the change of use is effected.
 - (b) Where the existing use of any existing land or buildings falling within an area zoned “Comprehensive Development Area” is a use specified as a use which may be permitted with or without conditions on application to the Town Planning Board in terms of the Notes for the said zone and it is intended to modify, as opposed to change, the existing use of any existing land or building falling within the said zone, then such modification of use may only be carried out if permission for the modified use has been obtained from the Town Planning Board. Any subsequent modification of the use within an area zoned “Comprehensive Development Area” must also have the permission of the Town Planning Board and any prior permission of the Town Planning Board will lapse when the modification of use is effected.
- (iv) Road junctions, alignments of roads, railway tracks and boundaries between zones may be subject to minor alterations as detailed planning proceeds.
- (v) Temporary uses (expected to be 5 years or less) of any land or buildings are permitted in all zones as long as they comply with other Government requirements and there is no need for these to conform to the zoned use or these Notes. For temporary uses expected to be over 5 years, the uses must conform to the zoned use or these Notes.

- (vi) In all zones, the following uses would be always permitted:

Amenity Area, Bus/Public Light Bus Stop or Lay-by, Cycle Track, Footbridge, Footpath, Rail Track, Railway Station Entrance, Railway Structure below Ground Level, Nullah, Open Space, Pedestrian Area, Pedestrian Subway, Promenade, Public Utility Pipeline Reserve, Service Lane, Street, Taxi Rank.

- (vii) In the area shown as “Road”, any other uses except those listed in paragraph (vi) and those listed below must be submitted to the Town Planning Board for approval:

Central Divider, Drive Way, Elevated Road, On-street Car Park, Road Tunnel.

- (viii) Unless otherwise specified, all uses, including storage and caretakers’ quarters, directly related and ancillary to the permitted use are always permitted and no separate planning permission is required.

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COMPREHENSIVE DEVELOPMENT AREA

Column 1 Uses always permitted	Column 2 Uses that may be permitted with or without conditions on application to the Town Planning Board
	Ancillary Car Park Bank Barber Shop Beauty Parlour Broadcasting, Television and/or Film Studio Clinic/Polyclinic Commercial Bathhouse Educational Institution Exhibition or Convention Hall Fast Food Shop Flat Government Refuse Collection Point Government Use (not elsewhere specified) Hotel Market Mass Transit Vent Shaft and/or Other Structure above Ground Level other than Entrances Massage Establishment Money Exchange Off-course Betting Centre Office Pawn Shop Petrol Filling Station Photographic Studio Place of Public Entertainment Place of Recreation, Sports or Culture Police Reporting Centre Post Office Private Club Private Swimming Pool Public Car/Lorry Park Public Convenience Public Library Public Transport Terminus or Station Public Utility Installation Railway Depot Religious Institution Residential Institution Restaurant Retail Shop School Service Apartment Services Trades Showroom excluding Motor-vehicle Showroom Social Welfare Facility Staff Quarters Utility Installation for Private Project

Remarks
(Please see next page)

COMPREHENSIVE DEVELOPMENT AREA (Cont'd)

Remarks

- (1) Pursuant to section 4A(2) of the Town Planning Ordinance, an applicant for permission for development on land designated “Comprehensive Development Area”, shall prepare a Master Layout Plan for the approval of the Town Planning Board and include therein the following information:
 - (i) the areas of proposed land uses, the nature, position, dimensions, and heights of all buildings to be erected on the area;
 - (ii) the proposed total gross floor areas for various uses, total number of flats and flat sizes where applicable;
 - (iii) the details and extent of Government, institution or community (GIC) and recreational facilities, public transport and parking facilities, and open space to be provided within the area;
 - (iv) the alignment, widths and levels of any roads proposed to be constructed within the area;
 - (v) the urban design and landscaping proposals within the area;
 - (vi) programmes of development in detail;
 - (vii) an environmental impact assessment report to examine any possible environmental problems that may be caused to or by the proposed development and the proposed mitigation measures to tackle them;
 - (viii) a traffic impact assessment report to examine any possible traffic impacts that may be caused by the proposed development and the proposed mitigation measures to tackle them; and
 - (ix) such other information as may be required by the Town Planning Board.
- (2) On land designated “Comprehensive Development Area”, no new development or any addition, alteration and/or modification to the existing building(s) shall result in a total development or redevelopment being in excess of a maximum domestic gross floor area of 355,000m² and a maximum non-domestic gross floor area of 40,000m², including not less than 15,000m² for the development of a public car park.
- (3) In determining the relevant maximum gross floor area for the purposes of paragraph (2), any space that is constructed or intended for use solely as car park, loading/unloading bay, plant room, caretakers’ office and caretakers’ quarters, provided that such uses are ancillary and directly related to the development, or recreational facilities ancillary to the residential use, or any space constructed or intended to be occupied by public transport and GIC facilities as required by the Government, may be disregarded.

RESIDENTIAL (GROUP A)

Column 1 Uses always permitted	Column 2 Uses that may be permitted with or without conditions on application to the Town Planning Board
Ambulance Depot	Broadcasting, Television and/or Film Studio
Canteen	Commercial Bathhouse
Clinic/Polyclinic	Educational Institution
Cooked Food Centre (in public housing estates only)	Exhibition or Convention Hall
Flat	Government Refuse Collection Point (other than in public housing estates)
Government Refuse Collection Point (in public housing estates only)	Hotel
Government Staff Quarters	Mass Transit Vent Shaft and/or Other Structure above Ground Level other than Entrances
Government Use (not elsewhere specified)	Massage Establishment
House	Motor-vehicle Showroom
Market (in public housing estates only)	Petrol Filling Station
Police Reporting Centre	Place of Recreation, Sports or Culture
Post Office	Public Car Park
Private Club	Public Convenience (other than in public housing estates)
Private Swimming Pool	Public Transport Terminus or Station (other than in public housing estates)
Public Convenience (in public housing estates only)	Public Utility Installation
Public Library	Religious Institution
Public Transport Terminus or Station (in public housing estates only)	School (not elsewhere specified)
Residential Institution	Service Apartment
School (in public housing estates or free standing purpose-designed school building only)	
Social Welfare Facility	
Staff Quarters	
Utility Installation for Private Project	
In addition, the following uses are permitted as of right in the building's lowest three floors, taken to include basements but to exclude floors containing only ancillary car parking, loading/unloading bay and/or plant room:	In addition, the following uses may be permitted above the building's lowest three floors, taken to include basements but to exclude floors containing only ancillary car parking, loading/unloading bay and/or plant room, with or without conditions, on application to the Town Planning Board:
Bank	Barber Shop
Barber Shop	Beauty Parlour
Beauty Parlour	Photographic Studio
Fast Food Shop	Showroom excluding Motor-vehicle Showroom
Money Exchange	
Off-course Betting Centre	
Office	
Pawn Shop	
Photographic Studio	
Place of Public Entertainment	
Restaurant	
Retail Shop	
School	
Service Trades	
Showroom excluding Motor-vehicle Showroom	

Remarks

(Please see next page)

RESIDENTIAL (GROUP A) (Cont'd)

Remarks

- (1) Except as otherwise provided herein, on land designated “Residential (Group A)”, no new development or addition, alteration and/or modification to the existing building(s) shall result in the plot ratio for the building(s) upon development or redevelopment being in excess of 6.5 for a domestic building or 7.5 for a building that is partly domestic and partly non-domestic. Under no circumstances shall the plot ratio for the domestic part of any building exceed 6.5.
- (2) For a non-domestic building to be erected on the site, the maximum plot ratio shall not exceed 7.5.
- (3) In determining the relevant maximum plot ratio for the purposes of paragraphs (1) and (2), any space that is constructed or intended for use solely as car park, loading/unloading bay, plant room, caretakers’ office and caretakers’ quarters, or any space constructed or intended to be occupied by recreational facilities for the use and benefit of all the owners or occupiers of the building(s) provided such use and facilities are ancillary and directly related to the development or redevelopment may be disregarded.

GOVERNMENT, INSTITUTION OR COMMUNITY

Column 1 Uses always permitted	Column 2 Uses that may be permitted with or without conditions on application to the Town Planning Board
Ambulance Depot Broadcasting, Television and/or Film Studio Cable Car Route and Terminal Building Canteen Clinic/Polyclinic Cooked Food Centre Driving Test Centre Educational Institution Exhibition or Convention Hall Fire Station Government Refuse Collection Point Government Use (not elsewhere specified) Hospital Judicial Facility Market Museum Place of Recreation, Sports or Culture Plant Nursery Police Reporting Centre Police Station Post Office Private Swimming Pool Public Bathhouse Public Car/Lorry/Coach Park Public Convenience Public Library Public Swimming Pool Public Transport Terminus or Station Public Utility Installation Religious Institution School (in free standing, purpose-designed school building only) Service Reservoir Social Welfare Facility Vehicle Pound Wholesale Food Market	Aviary Bank Correctional Institution Dangerous Goods Godown Fast Food Shop Flat Funeral Depot Funeral Parlour Funeral Services Centre Government Staff Quarters Hotel House Mass Transit Vent Shaft and/or Other Structure above Ground Level other than Entrances Off-course Betting Centre Office (other than Government office) Petrol Filling Station Photographic Studio Place of Public Entertainment Private Club Quarantine Station and Quarantine Lairage for Animals Radar, Telecommunication, Electronic Microwave Repeater, Television and/or Radio Transmitter Installation Refuse Disposal Installation Residential Institution Restaurant Retail Shop Sand Depot School (other than in free standing, purpose-designed school building) Service Apartment Service Trades Sewage Treatment/Screening Plant Showroom Staff Quarters Utility Installation/Depot for Private Project Warehouse/Godown

OPEN SPACE

Column 1 Uses always permitted	Column 2 Uses that may be permitted with or without conditions on application to the Town Planning Board
Aviary Changing Room Park and Garden Plant Nursery Playground/Playing Field Public Convenience Refreshment Kiosk Zoo	Cooked Food Centre Exhibition or Convention Hall Fast Food Shop Government Refuse Collection Point Government Use (not elsewhere specified) Mass Transit Vent Shaft and/or Other Structure above Ground Level other than Entrances Place of Public Entertainment Place of Recreation, Sports or Culture Public Car Park Public Swimming Pool Public Transport Terminus or Station Public Utility Installation Restaurant Service Reservoir Utility Installation for Private Project

OTHER SPECIFIED USES

Column 1	Column 2
Uses always permitted	Uses that may be permitted with or without conditions on application to the Town Planning Board

For "Trade Mart or Industrial/Godown Use" Only

For "Trade Mart" Only

Ancillary Car/Lorry Park	Barber Shop
Bank	Beauty Parlour
Canteen	Freight Forwarding Services
Exhibition or Convention Hall	Government Use (not elsewhere specified)
Fast Food Shop	Office (not ancillary to Trade Mart)
Money Exchange	Photographic Studio
Post Office	Private Club
Public Utility Installation	Private Swimming Pool
Restaurant	Public Car/Lorry Park
Showroom	Service Trades
Trade Mart	
Utility Installation for Private Project	

For "Industrial/Godown Use" Only

Ancillary Car/Lorry Park	Bank
Canteen	Broadcasting and/or Television Studio
Cooked Food Centre	Cement Manufacturing
Government Refuse Collection Point	Container Freight Station
Government Use (not elsewhere specified)	Dangerous Goods Godown
Industrial Use (other than those listed in Column 2)	Fast Food Shop
Police Reporting Centre	Funeral Services Centre
Public Utility Installation	Gas Works
Service Trades	Ice Making Plant
Utility Installation for Private Project	Motor-vehicle Assembly Plant
Vehicle Repair Garage	Motor-vehicle Showroom
Warehouse (other than Dangerous Goods Godown)	Off-course Betting Centre
	Offensive Trades as Specified in the Public Health and Municipal Services Ordinance
	Office not Ancillary to the Industrial Use
	Oil Depot, Oil Refinery and Petro-chemical Plant
	Petrol Filling Station
	Public Car/Lorry park
	Restaurant
	Retail Shop
	Showroom (in connection with the main industrial use)
	Social Welfare Facility
	Staff Quarters

Remarks

(Please see next page)

OTHER SPECIFIED USES

Column 1 Uses always permitted	Column 2 Uses that may be permitted with or without conditions on application to the Town Planning Board
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For “Trade Mart or Industrial/Godown Use” Only (Cont’d)

Remarks

- (1) Except as otherwise provided herein, on land designated “Other Specified Uses” annotated “Trade Mart or Industrial/Godown Use”, no new development or addition, alteration and/or modification to the existing building(s) shall result in the plot ratio for the building(s) upon development or redevelopment being in excess of 12.0 or the plot ratio of the existing building(s), whichever is the greater.
- (2) Where the permitted plot ratio as defined in Building (Planning) Regulations is permitted to be exceeded in circumstances as set out in Regulation 22(1) or (2) of the said Regulations, the plot ratio for the building(s) on land to which paragraph (1) applies may be increased by the additional plot ratio by which the permitted plot ratio is permitted to be exceeded under and in accordance with the said Regulation 22(1) or (2), notwithstanding that the relevant maximum plot ratio specified in paragraph (1) above may thereby be exceeded.

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EXPLANATORY STATEMENT

KOWLOON PLANNING AREA NO.19

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(Being a Draft Plan for the Purposes of the Town Planning Ordinance)

EXPLANATORY STATEMENT

Note: For the purposes of the Town Planning Ordinance, this statement shall not be deemed to constitute a part of the draft Plan.

1. INTRODUCTION

This explanatory statement is intended to assist an understanding of the draft Kai Tak (North) Outline Zoning Plan (OZP) No.S/K19/1. It reflects the planning intentions and objectives of the Town Planning Board (the Board) for the various land use zonings of the Plan.

2. AUTHORITY FOR THE PLAN AND PROCEDURES

- 2.1 On 9 June 1998, the Chief Executive under section 3(1)(a) of the Town Planning Ordinance (the Ordinance), directed the Board to prepare a draft plan for the area occupied by the former Kai Tak Airport Terminal and north apron.
- 2.2 On 4 September 1998, the draft Kai Tak (North) OZP No. S/K19/1 (the Plan) was exhibited for public inspection under section 5 of the Ordinance.

3. OBJECT OF THE PLAN

- 3.1 The object of the Plan is to indicate the broad land use zonings and major transport networks so that development and redevelopment within the Planning Scheme Area can be put under statutory planning control.
- 3.2 The Plan is to illustrate the broad principles of development. It is a small-scale plan and the transport alignments and boundaries between land use zones may be subject to minor alterations as detailed planning proceeds.

4. NOTES OF THE PLAN

- 4.1 Attached to the Plan is a set of Notes indicating the uses which are always permitted and other uses for which the permission of the Board must be sought. The provision for application for planning permission under section 16 of the Ordinance allows greater flexibility in land use planning and better control of development to meet changing needs.
- 4.2 For the guidance of the general public, a set of definitions that explains some of the terms used in the Notes may be obtained from the Technical Services Division of the Planning Department.

5. THE PLANNING SCHEME AREA

The Planning Scheme Area (the Area) is located in the south-eastern part of Kowloon Peninsula covering the former Kai Tak Airport Terminal and north apron, as well as portions of land west of Kwun Tong By-pass. The Area is bounded by Kwun Tong By-pass to the east, Prince Edward Road East to the northwest, and Sung Wong Toi Road, Kai Fuk Road and the proposed Road D3 to the south. The boundary of the Area is shown in a heavy broken line on the Plan. It covers an area of approximately 165 hectares.

6. POPULATION

It is estimated that the total population of the Area will be about 131,000 upon full development. Intake of population is expected to commence in 2003.

7. LAND USE ZONINGS

7.1 Comprehensive Development Area (“CDA”) -Total Area 8.86 ha

- 7.1.1 A site covering the former Airport Passenger Terminal Building and fuel tank area is zoned “Comprehensive Development Area”. It is intended for a private residential development above a railway depot. Kindergarten, retail and recreational facilities would be provided to cater for the needs of the residents within the site and in the adjoining areas. A public car park would be incorporated into the development to alleviate the general shortage of parking spaces in the adjacent Kowloon City and Ma Tau Kok areas.
- 7.1.2 The ground level of the site is reserved for a railway depot which will accommodate operational, maintenance and back-up facilities for the rolling stocks. Development above the depot, based on the recommendations of South East Kowloon Development Feasibility Study, would be subject to a maximum domestic gross floor area (GFA) of 355,000m², and a maximum non-domestic GFA of 40,000m², including not less than 15,000m² for the development of a public car park. The

development restrictions and requirements are stipulated in the Remarks of the Notes. A planning brief stipulating details of the development scale, mix and other requirements will be prepared to guide future development.

7.2 Residential (Group A) (“R(A)”) -Total Area 44.15 ha

- 7.2.1 This zoning is intended for high-density private and public housing developments. Commercial uses such as banks, restaurants and retail shops are permitted as of right in the lowest three floors of the buildings, excluding any floors used only for ancillary car parking, loading/unloading bay and/or plant room purposes. Commercial uses above the lowest three floors will require planning permission from the Board.
- 7.2.2 A majority of the sites under this zoning are reserved for public housing, including public rental housing, Home Ownership Scheme and Private Sector Participation Scheme. The development parameters and other requirements for these sites will be specified in the planning briefs to be prepared by the Housing Department/Planning Department in consultation with other relevant Government departments.
- 7.2.3 Two sites for private housing development are reserved at the southern part of the Area to the immediate north of Sung Wong Toi Road.
- 7.2.4 Developments within this zone would be subject to specific control as stipulated in the Notes for this zone. This is to ensure that the sites would be developed orderly and at an acceptable level in terms of traffic, environment and infrastructure capacities. A maximum plot ratio of 6.5 for a domestic building and a maximum plot ratio of 7.5 for a partly domestic and partly non-domestic building have been stipulated in the Notes.
- 7.2.5 Through the linked site approach, some of the reserved housing sites in the Area will help achieve the urban restructuring of the congested old areas of To Kwa Wan, Ma Tau Kok and Hung Hom.

7.3 Government, Institution or Community (“G/IC”) -Total Area 27.50 ha

- 7.3.1 Land zoned for this purpose is intended to provide a wide range of Government, institution or community (GIC) facilities to serve local residents and, where appropriate, those in the adjoining districts. The GIC facilities are provided in accordance with the Hong Kong Planning Standards and Guidelines (HKPSG), and in consultation with individual departments where standards are not applicable. The overall GIC provisions should be adequate to serve the planned population for the Area.
- 7.3.2 A majority of the sites are reserved for educational purposes. Sufficient primary schools and secondary schools have been reserved to meet the needs of the planned population. In addition, an international school is proposed at the south-western edge of the Area to meet the territorial need.

- 7.3.3 Existing GIC developments include a police station and an electricity substation located in the northern edge of the Area. Proposed major GIC facilities include a driving test centre/driving school, a fire station with ambulance depot, a sewage pumping station, two indoor recreation centres, an electricity substation and a Government complex accommodating various community uses.
- 7.3.4 The “G/IC” site occupied by the Hong Kong Air Cargo Terminal 2 Building will be reserved to meet long-term demand for GIC facilities.
- 7.3.5 For GIC uses which do not require free-standing sites, provisions within other zones will be made to meet the relevant standards and requirements.

7.4 Open Space (“O”) -Total Area 15.93 ha

- 7.4.1 This zoning is intended to provide land for both active and passive recreational uses.
- 7.4.2 District and local open spaces are provided in accordance with the HKPSG. The level of provision should be adequate to serve the planned population of the Area and to help address the shortfall of open space in the adjoining districts.
- 7.4.3 Two major open spaces are located at the northern and central parts of the Area. The northern open space is to serve the local residents as well as those in the existing urban areas in the vicinity. The central open space is to serve local residents and to link up the proposed open space network in the Kai Tak (South) Area.
- 7.4.4 Local open spaces are also provided within the residential zones.

7.5 Other Specified Uses (“OU”) -Total Area 2.37 ha

- 7.5.1 This zoning covers land allocated for specific uses.
- 7.5.2 The Hong Kong International Trade and Exhibition Centre located near the junction of Kai Cheung Road and Kai Fuk Road is zoned “OU” annotated “Trade Mart or Industrial/Godown Use”. The development is in the form of a trade exhibition centre for the display, exhibition and wholesale trade of manufactured goods. Developments within this zone are subject to a maximum plot ratio of 12.0.

8. COMMUNICATIONS

8.1 Roads

- 8.1.1 Major road networks within the Area including trunk roads, primary distributors and district distributors are indicated on the Plan. Trunk Road

T1 is part of the proposed strategic road network providing north-south movement in the South East Kowloon. It will provide direct connection between Tate's Cairn Tunnel to the north and Hung Hom Road to the south.

8.1.2 Road P1 is the primary distributor collecting traffic from district distributors. It also connects to Road T1 within the Area.

8.1.3 The Area is connected to Ma Tau Kok, Kowloon City, San Po Kong and Kai Tak (South) Planning Scheme Area via the district distributors comprising Road D1, Road D2, Road D3 and Road D4.

8.1.4 Roadside amenity areas have been incorporated as part of the road reserves on the Plan.

8.2 Public Transport

Public transport termini would be incorporated in some of the proposed residential developments at central locations of the Area. Bus routes are expected to develop incrementally with phased development of the Area.

8.3 Pedestrian Circulation

A continuous footpath system with footbridges, subways and landbridges will be provided in the Area to connect the various development sites and open spaces. It is planned that the footpath system would be extended to the adjoining districts to enhance the overall pedestrian circulation.

9. UTILITY SERVICES

9.1 Water

Water mains will generally be laid within or below road reserves but some will be laid under amenity areas and open space. The Area will be served by the proposed fresh water service reservoir at Yuen Leng, Diamond Hill and a proposed salt water supply system with associated water mains to be constructed outside the Area. These facilities are scheduled to be completed in 2003.

9.2 Gas

Gas pipelines will be laid below district and local roads as well as along roadside amenity areas and footpaths.

9.3 Electricity

Electricity cables will be laid below footpaths or local roads. A site in the southern part of the Area has been reserved for a proposed electricity substation.

9.4 Sewerage and Drainage

A site near the junction of Road D2 and Road P1 has been reserved for a sewage pumping station. All drainage reserves should be kept free of building works.

9.5 Telephone

Telephone cables will be laid below footpaths and local roads. The Area will be served by a telephone exchange located outside the Area.

10. IMPLEMENTATION

- 10.1 Engineering and infrastructural works for the Area will be co-ordinated by the Territory Development Department in conjunction with other works departments. These works are divided into a number of development packages including detailed design and construction. Works on decontamination of the airport apron affected by aviation fuel leakage and site preparation will start prior to any infrastructural works. The intake of population is expected to commence in early 2003.
- 10.2 Although all existing uses non-conforming to the statutory zonings are tolerated, any redevelopment and new development proposals must conform to the zonings on the Plan. The enforcement of the zonings mainly rests with the Buildings Department, the Lands Department and the various licensing authorities.
- 10.3 The Plan provides a broad land use framework within which more detailed non-statutory plans for the Area are prepared by the Planning Department. These detailed plans are used as the basis for public works planning and site reservation within Government departments. Disposal of sites is undertaken by the Lands Department. Public works projects are co-ordinated by the Territory Development Department in conjunction with the client departments and works departments, such as the Civil Engineering Department, the Highways Department and the Architectural Services Department. In the course of implementation of the Plan, Kowloon City and Kwun Tong District Boards would also be consulted as appropriate.
- 10.4 Planning applications to the Board will be assessed on individual merits. In general, the Board's consideration of the planning applications will take into account all relevant planning considerations which may include the departmental outline development plans/layout plans and the guidelines published by the Board. The outline development plans and layout plans are available for public inspection at the Planning Department. Guidelines published by the Board are available from the Secretary of the Board and the Planning Department. Application forms and guidance notes for planning applications are available from the Secretary of the Board, the Technical Services Division of the Planning Department and the relevant District Planning Office. Applications should be supported by such materials as the Board thinks appropriate to enable it to consider the applications.